United Nations ST/IC/2002/10

Secretariat

25 February 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 11 below. The revised lists are set out in annexes II, III and IV to the present circular. The revisions are effective 1 January 2002, except for those new and reactivated duty stations listed in annex II where the effective date is indicated as 1 July 2001.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian programmes. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served, H and A to E, is one of the factors that determines whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter

* The present circular will be in effect until further notice.

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are set out in staff rules 103.22 and 203.11 and in the administrative instruction on the mobility and hardship allowance.

Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 107.27. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship allowance.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the first column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once in every 12 months; and

(b) Special terms for the exercise of the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres for travel on home leave, family visit or education grant so that the unused portion of the entitlement for one leg of the travel may be used to supplement the normal entitlement for the other leg of the travel.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the second column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

10. Eligible staff members serving at duty stations in the countries listed in annex III to the present circular are entitled to reimbursement of the costs of basic medical examinations for accompanying eligible family members.

11. Annex IV to the present circular sets out a "reserve list" of duty stations. These are locations where staff are no longer serving and where United Nations common system activities have ceased.

12. The present circular supersedes information circular ST/IC/2001/16 of 12 February 2001.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 January 2000)

Australia
Austria
Belgium
Canada
Denmark
Finland
France*
Germany
Greece
Italy
Japan
Netherlands
Norway
Portugal
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
United States of America

* Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 January 2002, except where otherwise indicated)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Afghanistan			
Bamyan	E	X	X
Faizabad	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Mazar-e-Sharif	E	X	X
Albania			
Durres	C	X	X
Kukes	C	X	X
Shkoder	C	X	X
Tirana	C	X	X
Viore	C	X	X
Algeria			
Algiers	E	X	X
Angola			
Caxito	E	X	X
Huambo	E	X	X
Kuito Bie	E	X	X
Lobito	E	X	X
Luanda	E	X	X
Lubango	E	X	X
Luena	E	X	X
Malange	E	X	X
Menongue (Cuando Cubango)	E	X	X
Namibe	E	X	X
Sumbe (Cuanza Sul)	E	X	X
Sumbe (N'Gunza)	E	X	X
Tombwa	E	X	X
Uige	E	X	X
Argentina			
Buenos Aires	A	-	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Armenia			
Yerevan	D	X	X
Azerbaijan			
Baku	C	X	X
Bahrain			
Bahrain	B	-	-
Manama	B	-	-
Bangladesh			
Cox's Bazaar	D	X	X
Dhaka	C	-	X
Barbados			
Bridgetown	A	-	-
Belarus			
Minsk	B	X	X
Belize			
Belize City	C	X	-
Belmopan	C	-	-
Benin			
Abomey	C	X	X
Bohicon	C	X	X
Cotonou	B	X	-
Parakou	D	X	X
Porto Novo	B	X	-
Tanguieta	D	X	X
Bhutan			
Thimphu	D	X	X
Bolivia			
Cochabamba	B	-	-
La Paz	B	-	-
Potosí	C	X	X
Samaipata	D	X	X
Sucre	B	X	-
Tarija	C	X	X
Bosnia and Herzegovina			
Sarajevo[a]	B	X	-
Tuzla	C	X	X
Botswana			
Gaborone	A	X	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Brazil			
Brasília	A	-	-
Rio de Janeiro	A	-	-
Bulgaria			
Sofia	B	X	X
Burkina Faso			
Bobo-Dioulasso	C	X	-
Dori	E	X	X
Ouagadougou	C	-	-
Burundi			
Bujumbura	D	X	X
Cankuzo	C	X	X
Gitega	D	X	X
Muyinga	D	X	X
Ngozi	D	X	X
Ruyigi	D	X	X
Cambodia			
Battambang	D	X	X
Phnom Penh	C	X	-
Pursat	E	X	X
Rattanakiri	E	X	X
Siem Reap	D	X	X
Sisophon	D	X	X
Cameroon			
Yaoundé	B	X	-
Cape Verde			
Fogo	D	X	X
Mindelo	C	X	X
Praia	C	X	X
Santo Antao (Antonio)	D	X	X
Central African Republic			
Bangui	D	X	X
Bossangoa/Soumbé	D	X	X
Kongbo	D	X	X
M'boki	E	X	X
Obo	D	X	X
Yaloké	E	X	X
Chad			
N'Djamena	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Chile			
Santiago	A	-	-
China			
Beijing	B	-	X
Colombia			
Apartado	C	X	X
Barrancabermeja	C	X	X
Santa Fé de Bogotá	B	-	-
Cartagena de Indias	A	X	-
Manizales	B	X	-
Puerto Asis (Putumayo)	C	X	X
Comoros			
Moroni/Grande Comore	D	X	X
Congo			
Brazzaville	D	X	X
Pointe-Noire	C	X	X
Costa Rica			
Liberia	A	X	-
San José	A	-	-
Côte d'Ivoire			
Abidjan	B	-	-
Danané	D	X	X
Guiglo	D	X	X
Odienné	D	X	X
Tabou	D	X	X
Croatia			
Knin	C	X	X
Osijek	B	X	X
Sisak	B	X	X
Zagreb	A	X	-
Cuba			
Havana	B	X	X
Cyprus			
Nicosia	A	-	-
Czech Republic			
Prague	A	-	-
Democratic People's Republic of Korea			
Pyongyang	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Democratic Republic of the Congo			
Bukavu	E	X	X
Goma	E	X	X
Kinshasa	D	X	X
Kisangani	E	X	X
Kisenge	E	X	X
Lubumbashi	E	X	X
Djibouti			
Djibouti	C	-	-
Dominican Republic			
Santo Domingo	A	-	-
East Timor			
Baucau	D	X	X
Dili	D	X	X
Ecuador			
Ambato	B	X	-
Cuenca	B	-	-
Guayaquil	B	-	-
Loja	B	X	X
Otavalo	B	X	-
Quito	B	-	-
Sucumbios	B	X	X
Egypt			
Alexandria	A	-	-
Cairo	A	-	-
Giza	A	-	-
Ismailia	A	X	-
El Salvador			
San Salvador	B	-	-
Equatorial Guinea			
Acurenam	E	X	X
Bata	E	X	X
Ebebeyin	D	X	X
Malabo	D	X	X
Eritrea			
Asmara	C	X	X
Massawa	D	X	X
Estonia			
Tallinn	A	X	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Ethiopia			
Addis Ababa	C	X	-
Assosa	E	X	X
Dese	D	X	X
Gambella	E	X	X
Jijiga	E	X	X
Mekele	D	X	X
Mizan	E	X	X
Nazret	D	X	X
Fiji			
Suva	B	X	X
French Guiana			
St. Laurent	B	X	-
Gabon			
Libreville	A	-	-
Gambia			
Banjul	C	X	X
Gaza			
Gaza Town	D	X	X
Georgia			
Tbilisi	D	X	X
Ghana			
Accra	B	X	-
Ho	C	X	X
Takoradi[b]	C	X	X
Tamale	C	X	X
Guatemala			
Chiquimula	C	X	X
Guatemala City	B	-	-
Solola	B	X	X
Guinea			
Conakry	D	X	X
Forecariah	E	X	X
Gueckedou	E	X	X
Kindia[b,c]	E	X	X
Nzerekore	E	X	X
Guinea-Bissau			
Bafata	E	X	X
Bissau	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Catio	E	X	X
Gabu	E	X	X
Guyana			
Georgetown	C	-	X
Haiti			
Cap Haitien	D	X	X
Fort Liberte	D	X	X
Gonaives	D	X	X
Port-Au-Prince	D	-	X
Honduras			
Candelaria	D	X	X
Comayagua	B	X	X
La Ceiba	B	X	-
Mapulaca	D	X	X
San Lucas	D	X	X
San Pedro Sula	B	X	-
Santa Rosa de Copán	B	X	-
Siguatepeque	B	X	X
Tegucigalpa	B	-	X
Hong Kong, China			
Hong Kong	A	-	-
Hungary			
Budapest	A	-	-
India			
Bhopal[a]	C	X	X
Bhubaneswar	C	X	X
Bhuj[b]	C	X	X
Calcutta	C	X	X
Chennai (Madras)	A	X	-
Hyderabad[b]	B	-	X
Jaipur[b]	B	X	X
Lucknow	C	X	X
Mumbai (Bombay)	A	-	-
New Delhi	B	-	-
Patna[b]	C	X	X
Indonesia			
Ambon (Maluku)	C	X	X
Banda Aceh[b]	C	X	-
Jakarta	B	-	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Jayapura (Irian Jaya)	D	X	X
Makssar[b]	C	X	X
Semarang[c]	B	X	-
Surabaya	A	X	-
Ternate[b]	C	X	X
Tual[b]	D	X	X
Iran (Islamic Republic of)			
Ahwaz	D	X	X
Mashad	D	X	X
Tehran	C	X	X
Zahedan	D	X	X
Iraq			
Arbil/Kirkuk	E	X	X
Baghdad	D	X	X
Baqubah	D	X	X
Dohuk	E	X	X
Mosul	E	X	X
Sulaymaniah	E	X	X
Israel			
Tiberias	A	X	-
Jamaica			
Kingston	B	-	X
Port Antonio	A	X	-
Jerusalem			
Jerusalem	B	X	-
Jordan			
Amman	A	-	-
Kazakhstan			
Almaty	C	X	X
Kenya			
Dadaab	E	X	X
Kakamega	B	X	-
Kakuma	E	X	X
Lokichokio	E	X	X
Maralal	D	X	X
Mombasa	B	-	-
Nairobi	C	-	-
Kiribati			
Tarawa[c]	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kuwait			
Kuwait City	B	-	-
Kyrgyzstan			
Batken	D	X	X
Bishkek	D	X	X
Osh	E	X	X
Lao People's Democratic Republic			
Vientiane	C	X	X
Latvia			
Riga	A	X	-
Lebanon			
Bekaa-Baalbek	C	X	X
Beirut	B	-	-
Naqoura	C	X	X
Saida/Sidon	C	X	X
Tyre (Sur)[b]	C	X	X
Lesotho			
Maseru	C	-	X
Mohale's Hoek	C	X	X
Oacha's Nek	D	X	X
Outhing	D	X	X
Thaba-Tseka	D	X	X
Liberia			
Gbarnga	E	X	X
Harper (Maryland County)	E	X	X
Monrovia	E	X	X
Voinjama	E	X	X
Zwedru	E	X	X
Libyan Arab Jamahiriya			
Sirte	C	X	X
Tripoli	C	X	X
Lithuania			
Vilnius	A	X	-
Macao, China			
Macao	A	X	-
Madagascar			
Ambato-Boeni	D	X	X
Antananarivo	C	-	X
Antsirabe	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Fianarantsoa	D	X	X
Mahajanga (Majunga)	C	X	X
Tolanara (Fort Dauphin)	D	X	X
Toliara (Tulear)	D	X	X
Malawi			
Blantyre	B	-	X
Lilongwe	B	X	X
Makoka/Zomba	C	X	X
Malaysia			
Kuala Lumpur	A	-	-
Maldives			
Malé	C	X	X
Mali			
Bamako	C	X	X
Bankass	E	X	X
Mopti	D	X	X
Segou	D	X	X
Tonka	E	X	X
Malta			
Valletta	A	-	-
Mauritania			
Kiffa	E	X	X
Nouakchott	D	X	X
Mauritius			
Port Louis	A	-	-
Mexico			
Comitán	C	X	X
Mexico City	A	-	-
Mongolia			
Ulaanbaatar	E	X	X
Montserrat			
Montserrat	C	X	X
Plymouth	A	X	-
Morocco			
Casablanca	A	-	-
Rabat	A	-	-
Settat	A	X	-
Tangiers	A	X	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Mozambique			
Beira	D	X	X
Chimoio	E	X	X
Maputo	C	X	-
Nampula	D	X	X
Quelimane	D	X	X
Myanmar			
Hakha	E	X	X
Maungdaw	E	X	X
Mong Pawk	E	X	X
Myitkyina	E	X	X
Sittwe	D	X	X
Yangon (Rangoon)	C	X	X
Namibia			
Windhoek	A	X	-
Nepal			
Jhapa	D	X	X
Kathmandu	C	X	X
Netherlands Antilles			
Aruba	A	X	-
Curaçao	A	X	-
Nicaragua			
Bluefields	D	X	X
Jinotega	D	X	X
Managua	B	-	-
Niger			
Keita	E	X	X
Maradi	D	X	X
Mayahi	E	X	X
N'Guigmi	E	X	X
Niamey	C	X	X
Zinder	D	X	X
Nigeria			
Abuja	C	X	X
Bauchi	D	X	X
Enugu	D	X	X
Kaduna	D	X	X
Lagos	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Oman			
Muscat	B	-	-
Salalah	B	X	-
Pakistan			
Islamabad	B	X	-
Karachi[b]	C	X	-
Lahore	B	X	-
Peshawar	D	X	X
Quetta[c]	E	X	X
Rawalpindi	B	X	-
Panama			
Panama City	A	-	-
Yaviza	B	X	X
Papua New Guinea			
Arawa	E	X	X
Port Moresby	C	X	X
Paraguay			
Asunción	A	-	-
Peru			
Lima	B	-	-
Philippines			
Davao City	B	X	-
Manila	A	-	-
Poland			
Warsaw	A	-	-
Qatar			
Doha	B	X	-
Republic of Korea			
Seoul	A	-	-
Republic of Moldova			
Chisinau	C	X	X
Romania			
Bucharest	B	-	X
Russian Federation			
Moscow	A	-	-
St. Petersburg	B	X	-
Vladikavkaz	D	X	X
Rwanda			
Kigali[c]	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Samoa			
Apia[c]	C	X	X
Sao Tome and Principe			
Sao Tome	D	X	X
Saudi Arabia			
Dhahran/Damman	B	X	-
Jeddah	B	X	X
Rafha	D	X	X
Riyadh	B	X	X
Senegal			
Dakar	A	-	-
Kedougou	C	X	X
Seychelles			
Mahé/Port Victoria	A	X	-
Sierra Leone			
Bo[b]	E	X	X
Freetown	E	X	X
Kenema[b]	E	X	X
Slovakia			
Bratislava	A	X	-
Slovenia			
Ljubljana	A	X	-
Solomon Islands			
Honiara[c]	D	X	X
Somalia			
Adalei	E	X	X
Afgoi	D	X	X
Brava	D	X	X
Bur Dhubo	E	X	X
Hargeisa	E	X	X
Jalalaqsi	E	X	X
Lugh	E	X	X
Qoryoley	D	X	X
South Africa			
Pretoria	A	-	-
Sri Lanka			
Batticaloa[b]	E	X	X
Colombo	C	-	-
Jaffna	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kandy	C	X	-
Madhu	E	X	X
Mallavi	E	X	X
Trincomalee	E	X	X
Vavuniya	E	X	X
Sudan			
El Fasher	E	X	X
El Obeid	E	X	X
El Showak	E	X	X
Juba	E	X	X
Khartoum	D	X	-
Kosti	E	X	X
Port Sudan	E	X	X
Wau	E	X	X
Suriname			
Paramaribo	C	X	X
Swaziland			
Mbabane	A	X	-
Syrian Arab Republic			
Aleppo	B	X	X
Camp Faouar	B	X	X
Damascus	B	X	-
El Hol	B	X	X
Palmyra	C	X	X
Tajikistan			
Dushanbe	E	X	X
Thailand			
Ban Mae Sot	C	X	X
Bangkok	A	-	-
Kanchanaburi	A	X	-
Mae Hong Son	C	X	X
The former Yugoslav Republic of Macedonia			
Skopje	B	X	X
Veles	B	X	X
Togo			
Lama Kara	C	X	X
Lomé	C	X	-

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Port-of-Spain	A	-	-
Tunisia			
Tunis	A	-	-
Turkey			
Ankara	A	-	-
Istanbul	A	-	-
Konya	A	X	-
Turkmenistan			
Ashgabat	D	X	X
Uganda			
Adjumani	E	X	X
Arua	E	X	X
Entebbe	C	X	X
Gulu	E	X	X
Kampala	C	X	X
Kitgum	E	X	X
Mbarara	D	X	X
Ukraine			
Kiev	B	X	X
Simferopol	C	X	X
United Arab Emirates			
Abu Dhabi	B	X	-
Al-Ain	B	-	-
Dubai	B	-	-
Sharjah	B	X	-
United Republic of Tanzania			
Arusha	C	X	X
Dar es Salaam	C	X	X
Isaka	E	X	X
Kasulu	E	X	X
Kibondo	E	X	X
Kigoma	E	X	X
Mwanza	C	X	X
Ngara	E	X	X
Zanzibar	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Uruguay			
Montevideo	A	-	-
Uzbekistan			
Tashkent	C	X	X
Termez	D	X	X
Vanuatu			
Vila (Porta Vila)	B	X	X
Venezuela			
Caracas	A	-	-
Viet Nam			
Haiphong[b]	D	X	X
Hanoi[c]	B	-	X
Ho Chi Minh Ville[c]	B	X	X
Quang Ninh[b]	D	X	X
West Bank			
East Jerusalem	C	X	X
Elsewhere in West Bank	C	X	X
Yemen			
Aden	D	X	X
Dhamar	E	X	X
Sana'a	D	-	X
Socotra	E	X	X
Yugoslavia			
Belgrade			
Kraljevo	B	X	-
Novi Sad	B	X	-
Podgorica	B	X	X
Pristina	C	X	X
Zambia			
Kawambwa	D	X	X
Lusaka	C	X	X
Mporokoso	D	X	X
Zimbabwe			
Harare	A	-	-

[a] Transitional classification.
[b] New and reactivated duty station effective 1 July 2001.
[c] Denotes change in entitlement from previous year.

Annex III

Countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, at 1 January 2002

Afghanistan
Albania
Algeria
Angola
Armenia
Azerbaijan
Bangladesh
Belize
Benin
Bhutan
Bolivia
Bosnia and Herzegovina
Burkina Faso
Burundi
Cambodia
Cameroon
Cape Verde
Central African Republic
Chad
Comoros
Congo
Cuba
Democratic People's Republic of Korea
Democratic Republic of the Congo
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Gabon
Gambia
Georgia
Ghana
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras
Iraq
Kazakhstan
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Liberia
Libyan Arab Jamahiriya
Madagascar
Malawi
Maldives
Mali
Mariana Islands
Mauritania
Mongolia
Mozambique
Myanmar
Nepal
Nicaragua
Niger
Nigeria
Pakistan
Papua New Guinea
Republic of Moldova
Romania
Rwanda
Samoa
Sao Tome and Principe
Senegal
Sierra Leone
Solomon Islands
Somalia
Sudan
Suriname
Tajikistan
The former Yugoslav Republic of Macedonia
Togo
Tonga
Turkmenistan
Uganda
United Republic of Tanzania
Uzbekistan
Vanuatu
Viet Nam
Yemen
Yugoslavia
Zambia

Annex IV

Field duty stations reserve list

(Effective 1 January 2002)

Afghanistan
- Khowst

Algeria
- Annaba
- Constantine
- Oran/Saida
- Rouiba
- Tizi-Ouzou

Angola
- Benguela
- Chibia

Anguilla
- Anguilla

Antigua
- Antigua

Argentina
- Bahia Blanca
- Pergamino
- Ramos Mejia
- Rosario
- Salta
- Trevelin

Bahamas
- Bahama

Bahrain
- Boodaya
- Jedhafs
- Muhurraq

Bangladesh
- Baghabarighat
- Barisal
- Bogra
- Chandpur
- Chittagong
- Chorasal
- Chouadanga
- Comilla
- Dinajpur
- Ghorasal
- Jessore
- Kaptai
- Khulna
- Meherpur
- Mymensingh
- Nawabganj
- Rajshahi
- Rangamati
- Rangpur
- Sylhet

Benin
- Bodjecali
- Malanville
- Natitingou
- Nikki
- Pehunco

Bermuda
- Hamilton

Bhutan
- Damphu
- Deothang
- Gaylephug
- Gedu
- Kanglung (Carglund)
- Khangma
- Lobeysa
- Mongar
- Paro
- Pelela
- Pemagatshel
- Phuntsholing
- Samchi
- Tashigang
- Wangdiphodrang

Bolivia
- Antaquilla
- Chimore
- Cobija
- Coroico
- Machareti
- Orturo
- Pando
- Santa Cruz
- Trinidad
- Vallegrande
- Villa Tunari
- Villamontes

Botswana
Francistown
Ghanzi
Kanye
Kasane
Lobatse
Maun
Selebepikwe
Serowe

Brazil
Aracaju
Barreiras
Belém
Belo Horizonte
Campinas
Cuiaba/Mato Grosso
Curitaba
Guanambi
Itajai
Juiz de Fora
Manaus
Natal
Passo Fundo
Penedo
Petrolina/Pernambuco
Piracicaba
Pirassununga
Porto Alegre
Porto Velho
Recife
Santarem
São José dos Campos
São Luis
São Paolo

British Virgin Islands
Road Town
Tortola

Brunei Darussalam
Bandar Seri Begawan

Burkina Faso
Banfora
Dedougou
Diebougou
Fada N'Gourma
Gaoua
Kaya
Kompienga
Koudougou
Koupela
Nazinga
Ouahigouya
Oursi
Sapouy
Tenkodogo
Vallée du Sourou
Ziniare
Zorgho

Burundi
Bururi
Gisozi
Karuzi
Kayanza
Kirundo
Makamba
Muramvya

Cambodia
Kampot

Cameroon
Bamenda
Bertoua
Buea
Douala
Ekona
Garoua
Kousseri
Kumba
Maroua
Ngaoundéré
Ntui

Cape Verde
Espargos (Sal Island)
Maio/Boa Vista

Cayman Islands
Grand Cayman/
Georgetown

Central African Republic
Bambari
Bamingui
Bangassou
Berberati
Birao
Boda
Boganangone
Bouar
Boukoko/Dekoa
Bozoum

Grimari
Ippy
Kaga-Bandoro
M'baiki
Ndélé
Paoula
Sibut

Chad
Abeche
Ati
Bol
Bongor
Kelo
Lai
Mao
Mongo
Moundou
Sarh

Chile
Antofagasta
Arica
Chillán
Concepción
Viña del Mar

China
Fuzhou (Fujian)
Suzhou
Tianjin
Wuchang, Jioudong

Colombia
Cali
Palmira

Comoros
Anjouan
Moheli

Congo
Abala
Boundji
Djambala
Djoue
Djoumouna
Ewo
Impfondo
Inoni Falaise
Kindamba
Kinkala
Loubomo
Madingou/Sibiti
Makoua
Mindouli
Mossaka
Mossendjo
Olombo
Ouesso
Owando

Cook Islands
Aitutaki
Atiu
Mangaia
Manihiki
Mauke
Mitiaro
Nassau
Pakapuka
Penrhyn
Rakahanga
Rarotonga

Côte d'Ivoire
Bondoukou
Bouake
Daloa
Korhogo
San Pedro
Yamoussoukro

Croatia
Split

Democratic Republic of the Congo
Aru
Banana
Bandundu
Boma (Bas-Zaire)
Bunia
Butembo
Dilolo
Gbadolite
Kananga
Kikwit
Kimpese
Kolo-Fuma
Likasi
Lisala
Mbanza-Ngungu
Mbuji-Mayi
Moanda
Uvira
Yangambi

Djibouti
Ali-Sabieh
Dikhil
Tadjoura

Dominica
Roseau

Dominican Republic
Bani
Puerto Plata
San Francisco de Macorís
Santiago

Ecuador
Azogues
Ibarra
Riobamba

Egypt
Al-Mombatah
Aswan
Bahareya Oases
Beni Suef
El Arish
El Qusayr
Marsa Matrouh
Naway Village
Sirs-El-Layyan

El Salvador
La Unión
Morazán
Puerto El Triunfo
San Miguel
San Vicente
Sonsonate

Eritrea
Assab
Tessenei

Ethiopia
Ambo
Arba Minch
Aware
Awassa/Sidamo
Bahir Dar
Bako
Buna Bedele
Debrezeit
Degehabour
Dimma
Dire Dawa
Gode
Gondar
Harar
Holetta
Humera
Jimma
Kobo/Wello
Melka Werer
Mettu
Robi
Wondogenet

Fiji
Dreketi
Labasa
Lautoka

Gabon
Cap Esterias
Essassa
Franceville
Lambaréné
Lebamba
Moanda
N'Toum
Oyem
Port Gentil

Gambia
Basse
Farafeni
Mansakonko
Sapu

Ghana
Akosombo
Akwatia
Bolgatanga
Cape Coast
Daboasi
Donkorkrom (Odankawkrom)
Dunkwa
Elmina
Koforidua
Kumasi
Mampong
Navrongo
Nungua
Prestea
Sekondi
Tarkwa

Tema
Wiawso
Yeji

Grenada
St. George's

Guatemala
Barillas
Bethel-Petén
Coban
Flores
Huehuetenango
Ixil
Nebaj
Nenton
(Huehuetenango)
Playa Grande/Cantabal
Quetzaltenango
Quiché
Salcaja
Santa Cruz (Quiché)

Guinea
Boké
Dabola
Dalaba
Dubreka
Foulaya
Kaback
Kamsar
Labe
Nimba
Pita

Guinea-Bissau
Bissora
Bubaque
Caboxanque
Contuboel
Sidja

Guyana
Burma

Haiti
Cap-Perrin
Chardonnières
Gris-Gris
Jacmel
Jérémie/Dame-Marie
Les Cayes
Limbe
Miragoane
Petit-Goâve
Port-de-Paix
Port-Sonde/St Marc
Rendel

Honduras
Choluteca
Danlí/El Paraíso
Mocorón/Wampusirpe
San Marcos de O

India
Ambala
Anand
Bangalore
Chandrapur
Cochin
Dehra Dun
Erode
Fursatganj
Gandhinagar
Haldwani
Jullundur (Punjab)
Kanpur (Uttar Pradesh)
Ludhiana (Punjab)
Nagpur
Paloncha
Poona
Raipur
Solan
Srinigar
Trivandrum
Ujjain
Vishakhapatnam

Indonesia
Asembagus
Balikpapan
Bandar Lampung
Bandung
Biak (Irian Jaya)
Bogor
Bontang
Bukittinggi
Curug
Denpasar
Galang
Jepara
Kendari
Kupang
Lombok (Sumbawa
Island)
Madura Island

Malang
Manado
Mataram
Medan
Padang
Palembang
Rimbo Bujang
Samarinda
Samboja
Serui (Irian Jaya)
Singkawang
Solo (Surakarta)
Sorong
Tanjung-Pinang
Tasikmalaya
Ujung Pandang
Yogyakarta

Iran (Islamic Republic of)
Bandar Abbas
Bushehr
Kermanshah (Bakhtaran)

Iraq
Al-Khalis
Basrah
Nasiriya
Ramadi
Sweira

Jamaica
Mandeville

Jordan
Aqaba

Kenya
Amolem/Katilu
Banissa
Bukura
Eldoret
Garfassa
Kabete
Kisii
Kisumu
Kitale
Kwale
Lamu
Lanet
Liboi
Machakos/Katumani
Malindi
Malka-Daka
Mandera
Marigat
Marsabit
Merti
Mount-Kulal
Moyale
Mwea-Tebere
Naivasha
Nakuru
Siakago
Thika
Turkana
Walda

Kiribati
Kiritimati

Lao People's Democratic Republic
Dakchung
Kasangkang
Lao Ngam
Luang Prabang
Mouang Nan
Moung Hom
Nam Tan
Oudomxay
Pakse
Phalavek
Phonhong
Savannakhet
Sayaboury
Sekong
Xyang-Khoang

Lebanon
Chtaura/Zahle
Qana
Tel-Amara
Tripoli

Lesotho
Berea-Teyateyaneng
Butha-Buthe
Leribe
Mafeteng
Mokhotlong

Liberia
Gbedin (Nimba County)
Saniquellie
Suakoko/Gbargna
Vahun

Libyan Arab Jamahiriya
Benghazi
Derna
El Marj
Jebel El-Akhdar
Kufra
Misurata
Sebha
Souk El Khamis
Zawia

Madagascar
Ambatolampy
Ambatondrazaka (Lac Al)
Ambositra/ Ambatolampy
Ambovombe
Anjozorobe
Antsiranana (Diego-Suarez)
Antsirinala
Brickaville
Fenerive-Est
Miarinarivo
Morondava
Nosy-Be
Toamasina (Tamatave)

Malawi
Chikwawa
Dedza
Domasi
Liwonde
Mangochi
Mkondezi
Monkey Bay
Mponela
Mzuzu
Ngabu
Nkhata Bay
Nsanje
Ntchewu
Ntchisi

Malaysia
Alor Setar
Bangi
Besut (Terengganu)
Ipoh
Kota Bahru
Kota Kinabalu
Kuala Terengganu
Kuching
Petaling Jaya
Port Kelang
Sandakan
Sepilok
Serdang
Terolak

Maldives
Feridhoo

Mali
Banamba
Gao
Kayes
Kidal
Kita
Koulikoro
Nara Est (Sokolo)
San
Selingue
Sikasso
Tessalit
Tombouctou

Mariana Islands
Saipan

Marshall Islands
Majuro

Mauritania
Aioun
Atar
Bassikounou
Boutilimit
Foum-Gleita
Kaedi
Kankossa
Nema
Nouadhibou
Rosso
Selibaby

Mauritius
Ile Rodrigues

Mexico
Campeche
Chetumal
Ensefiada
Martinez de la Torre
Mazatlan

San Cristóbal Las Casas
San Luis Potosí
Tuxtla Gutierrez

Micronesia (Federated States of)
Chuuk Island (Truk)
Kosrae Island (Lelu)
Pohnpei (Ponape)
Yap Island

Mongolia
Choibalsan

Morocco
Agadir
Azilal
Er-Rachidia
Marrakech
Ouarzazate
Zagora

Mozambique
Catandica
Chibuto
Chokwe
Espungabera
Inhaca Island
Inhambane
Lichinga
Machipanda
Mandimba
Marromeu
Maxixe
Milange
Mocuba
Muabasa
Mutarara
Namaacha
Namapa
Pemba
Songo
Tete
Ulongwe
Umbeluzi
Vila de Manica
Vilanculos
Xai-Xai

Myanmar
Falam
Ho Tao
Kengtung
Magwe
Mandalay
Meiktila
Moulmein
Mrauk Oo
Mudon
Pakokku
Prome
Pyu
Sagaing
Syriam
Tachilek
Yezin

Nauru
Nauru

Nepal
Betrawati
Bhairawa
Biratnagar
Birganj
Charikot
Dadeldhura
Damauli-Tanahu
Dhangahi
Dhulikhel
Gorkha
Hetauda
Ilam
Lahan
Lamidanda
Malangawa
Nepalgunj
Phidim
Pokhara
Sanfe Bagr
Silgarhi-Doti/Rajpur
Surkhet
Syangja
Tamaghas

Netherlands Antilles
Bonaire
Saba

New Caledonia
Noumea

Nicaragua
Esteli
Leon
Matagalpa
Ocotal
Puerto Cabezas

Quilali
Rivas
San Carlos

Niger
Agades
Bilma
Birni N'Konni
Bouza
Dakoro
Diffa
Dogondoutchi
Dosso
Kollo
Madaoua
Mainesaora
Malbaza
Ouallam
Say
Tahoua
Tarna
Tillabery

Nigeria
Akure (Ondo State)
Aluu
Auchi
Baga
Bagauda
Bida (Niger State)
Buguma
Calabar
Epe
Gboko
Ibadan
Igbokoda
Ikot-Abasi
Ikot-Abasi/Uta Ewa
Ile-Ife
Ilorin
Jalingo
Jos
Kano
Karu Village
Koko/Oghaye
Maiduguri
Makurdi
Minna (Niger State)
Mokwa
New Bussa
Ngala
Oron (Cross River State)
Oshogbo
Owerri
Oyo
Port Harcourt
Sokoto
Vom
Yola
Zaria

Pakistan
Abbotabad
Azad Kashmir (Muzaffargarh)
Bahadurnagar
Dera Ghazi Khan
Dera Ismail Khan
Dir/Timergarah
Dokri
Faisalabad
Gilgit
Gurjanwala
Haripur/Hazara
Hyderabad
Mirpur
Multan
Muzaffarabad
Okara
Saidu Sharif/Mingora
Sakrand
Sialkot
Sukkur
Tando Jam
Tarbela

Palau
Koror

Papua New Guinea
Aitape
Alotau
Ambunti
Angoram
Ayura
Baimuru
Bainyik
Balimo
Bensbach
Erap
Goroka
Kainantu
Kavieng
Kikori
Kiunga

Lae
Lake Murray
Madang
Mount Hagen
Popondetta
Rabaul
Silua (SNI)
Tari
Wabo
Wau
Wewak
Yonki

Paraguay
Filadelfia

Peru
Arequipa
Ayacucho
Cajamarca
Cuzco
Huamachuco
Huancayo
Huanuco
Huaraz
Iquitos
Moyobamba
Pucallpa
Puno
Quillabamba
Tacna
Tingo María

Philippines
Albay
Baguio
Baler
Batac
Cagayan de Oro
Cebu City
Cotabato City
Guinobatan
Laguna
Legaspi City
Los Baños
Morong
Muñoz
Musuan, Bukidnon
Naga City
Pagbilao
Piat, Cagayan
Puerto Princesa
San Fernando
Surigao City
Tigbauan
Zamboanga

Rwanda
Butare/Gikongoro
Gisenye
Gitarama
Nyagatare
Ruhengeri

Saudi Arabia
Abha
Al Hofuf
Al-Jouf (Sakaka)
Hakma
Najran
Qasim
Tabarjal
Taif
Wadi Dawassir
Wadi Jizan (Gizan)

Senegal
Bakel
Bambey
Diourbel
Fanaye
Fatick
Kaolack
Kolda
Linguere
Louga
M'Bour
Matam
Mbacke
Nianga/Guede
Nioro du Rip
Podor
Richard Toll
Rufisque
St. Louis
Thies
Ziguinchor

Seychelles
Praslin

Sierra Leone
Bunumba
Kabala
Kambia
Makeni
Mattru-Jong

Mile 91/Magbosi
Moyamba
Njala
Port Loko
Pujehun
Rokupur
Shenge
Zimmi

Singapore
Singapore

Somalia
Belet Uen
Berbera
Boosaaso (Bender Cassim)
Boroma
Burao
Garba Hare
Jowhar
Kisimaio
Kurtunwaary
Merca/Shalambot
Mogadiscio
Zeilah

South Africa
Giyani
Johannesburg
Nelspruit
Phalaborwa

Sri Lanka
Anuradhapura
Aralaganwila
Badulla
Bandarawela
Batalagoda
Diyatalawa
Kalutara
Kilinochchi
Maha Illuppallama
Mannar
Matale
Minneriya
Peradeniya
Pesalai
Pulmoddai
Tambuttegama
Uda Walawe

Saint Kitts and Nevis
Basseterre

Saint Lucia
Castries

Saint Vincent and the Grenadines
Kingstown
St.Vincent-Grenadines

Sudan
Ad Damer
Atbara
Bakht-er-Ruda
Bilinyang (including Mafao)
Bor
Dongola
Ed Debba
Ed Dueim
El Gedaref
El Geneina
Es Subagh
Hag Abdalla
Halima
Idd El Ghanam
Kadugli
Kapoeta
Kassala
Kazgail
Malakal
Marial Bai
Maridi
Mohamed Gol
Nyala
Panyagor/Kongor
Sennar
Shangal Tobaye
Sinkat
Torit
Um Kaddada
Wad Medani
Yambio
Yei
Zalingei

Swaziland
Big Bend
Kwaluseni
Luyengo
Malkerns
Manzini
Pigg's Peak

Syrian Arab Republic
- Dara'a
- Deir-ez-Zor
- Hama
- Homs
- Idleb
- Jableh
- Kadmus
- Kamishly
- Lattakia
- Raqqa
- Tartus

Thailand
- Aranyaprathet
- Ban Kaeng
- Bangsaen
- Chanthaburi
- Chiang Mai
- Chiankham
- Chiankhan
- Hat Yai
- Kalasin
- Khao Kho
- Korat (Nakorn Rat Province)
- Korat Chonuri
- Loei
- Nakorn Panom
- Nan
- Nongkhai
- Phanat Nikhom (Chonburi)
- Phu Wiang
- Phuket
- Sikhiu
- Songkhla
- Surat Thani
- Surin
- Trat (Trad)
- Udon Thani

Togo
- Atakpame
- Dapaong
- Kolokope
- Kpalime
- Sokode

Tokelau
- Fakaofo

Trinidad and Tobago
- Centeno
- St. Augustine

Tunisia
- Beja
- Bizerte
- Gabes
- Kairouan
- Medenine
- Sidi Bouzid
- Soliman
- Tozeur

Turkey
- Adana
- Cankiri
- Corum
- Diyarbakir
- Erzurum
- Eskisehir
- Kemer/Antalya

Tuvalu
- Funafuti

Uganda
- Fort Portal/Mbarara
- Kabale
- Kotido
- Masaka
- Masindi
- Mbale
- Moroto
- Moyo
- Mweya
- Nyabyeya
- Pakelle/East Moyo
- Semuto
- Soroti

United Arab Emirates
- Digdaga (Ras Al Khaimah)
- Khorfakkan
- Um Al Qaiwain

United Republic of Tanzania
- Babati
- Bukoba
- Bulongwa
- Dakawa
- Dodoma

Hai
Igurusi
Ilonga
Iringa
Karagwe
Kilosa
Liti
Lushoto
Mafinga
Makete
Mbeya
Mbinga
Mlingano
Morogoro
Moshi
Mto-Wa-Mbu
Mtwara/Naliendele
Musoma
Rukwa
Shinyanga
Singida/Mitwau
Soliway Village
Songea
Sumbawanga
Tabora
Tanga
Tengeru
Tumbi
Tunduru
Ukiriguru
Wete-Pemba

Uruguay
San José

Vanuatu
Efate/Luganville
Espiritu Santo
Isangel/Tanna
Malakula

Viet Nam
Ben Me Thuot
Ben Tre
Can Tho
Danang
Dong Ha
Dong Hoi
Ha Giang
Ha Long
Hue City
Ky Son
Moc Chau
Nha Ho/Phan Rang
Nha Trang
Quang Nam Danang
Quy Nhon
Tra Vinh
Vinh City

Yemen
Dar Saad
El-Kod
Giar
Hodeidah
Lahej
Maifaa
Marib
Mudiyah/Lodar
Nishtun
Saber
Seiyun
Surdud
Ta'izz
Wadi Beihan/Nuqub
Zabid

Zambia
Balmoral
Buleya Malima
Chapula
Chilanga
Chipata
Choma
Kabwe
Kasama
Kitwe
Kitwe/N'Dola
Livingstone
Lutale
Mansa
Mazabuka
Mbala
Mongu
Monze
Mount Makulu
Mpika
Mpulungu
Msekera
Mutanda
N'Dola
Nanga
Solwezi

Zimbabwe
- Binga
- Bulawayo
- Chambuta (Chipingi)
- Chinhoyi
- Gweru
- Masvingo
- Mazowe
- Mazowe River Bridge Camp
- Mutare
- Rushinga

United Nations ST/IC/2002/11

Secretariat

25 February 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in January 2002.

* Expiration date of the present information circular: 31 December 2002.

02-26259 (E) 280202

Annex

Placement and promotion
1 to 31 January 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Fadlu-Deen, Yasmin	F	UNOIP	UNOIP	P-3	01-A-OIP-001566-E-NY
Inoue, Keiji	M	ECLAC	DESA	P-3	01-E-ESA-001935-I-NY
Kwon, Hong S.	M	DM/OHRM	DM/OHRM	P-3	01-A-DOM-002028-I-NY
Liburd, Willa	F	UNCTAD	DESA	P-3	01-E-ESC-002014-I-NY
Pla Huberti, Maria Rosa	F	UNOG	UNOG	P-3	[a]
Plum, Armin	M	UNOG	UNOG	P-3	01-D-UNG-400779-I-GE
Ruiz Arrabal, Beatriz	F	UNOG	UNOG	P-3	[a]
Altshuler, Robert	M	DESA	DESA	P-4	99-E-ESA-000547-I-NY
Mudiwa, William[b]	M	DM/OHRM	DM/OHRM	P-4	01-A-DOM-002087-I-NY
Ngu, Joseph[b]	M	ECA	ECA	P-4	00-Y-ECA-00X062-E-AA
Onojima, Goro	M	OHCHR/NY	OHCHR/NY	P-4	01-L-CHR-001950-I-NY
Riazantsev, Alexei[b]	M	DM/OCSS	DM/OCSS	P-4	01-D-DOM-001948-I-NY
Sanidas, Matthew[b]	M	DM/OHRM	DM/OHRM	P-4	01-L-DOM-001656-E-NY
Alayan, Sha'lan Abed	M	DGAACS	DGAACS	P-5	01-T-DGA-002098-I-NY
Cabbabe-Rappard, May	F	UNOG	UNOG	P-5	01-T-UNG-400733-I-GE
Eriksson, Kenneth Bo[b]	M	UNOV	UNOV	P-5	01-F-UNV-0X2087-E-VI
Hall, Graciela	F	DPI	DPI	P-5	01-I-DPI-002008-E-NY
Johnson, Paul Joseph[c]	M	DPKO	DPKO	P-5	01-A-DPK-001715-E-NY
Kageyama, Yukihisa[b]	M	DM/OCSS	DM/OCSS	P-5	01-D-DOM-001814-E-NY
Korontzis, George	M	OLA	OLA	P-5	01-L-OLA-001959-E-NY
Lopez, Laura	F	ECLAC	ECLAC	P-5	01-T-ECL-0X2077-E-SC
Mhlaba, Luke	M	OLA	OLA	P-5	01-L-OLA-001870-E-NY
Percival, Ross	M	UNOG	UNOG	P-5	01-T-UNG-400721-I-GE
Sarkar, Hiren[b]	M	ESCAP	ESCAP	P-5	01-E-ESC-0X2058-E-BA
Abdel Razig, Khidir	M	DGAACS	DGAACS	D-1	01-T-DGA-001831-E-NY
De Almeida E Silva, Manoel Augusto	M	DPI	DPI	D-1	[d]
Guerassev, Vladislav	M	OIOS	OIOS	D-1	01-A-OIO-002088-E-NY
Liao, Tuan-Li Diana	F	DGAACS	DGAACS	D-1	01-T-DGA-001915-E-NY
Peluso-Mandell, Catherine[b]	F	DPKO	DESA	D-1	01-A-ESA-001640-E-NY
Thampi, Sivasankaran	M	ESCAP	ESCAP	D-1	01-E-ESC-0X2113-E-BA

[a] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/2000/1.

[b] The Secretary-General approved a list of alternate candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[c] Alternate candidate approved by the Secretary-General in accordance with the provisions of administrative instruction ST/AI/1999/8.

[d] The Appointment and Promotion Board took note of the Secretary-General's decision to promote the staff member to the D-1 level.

United Nations ST/IC/2002/12

Secretariat

25 February 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in January 2002.

* Expiration date of the present information circular: 31 December 2002.

02-26261 (E) 270202

Annex

Placement and promotion
1 to 31 January 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Leong, Francine[a]	F	DGAACS	DGAACS	G-5	01-G-DGA-2173-G5
Newell, Noreen[b]	F	DPKO	DM/OCSS	G-5	01-G-OCS-1774-G5
Amores, Marissa	F	OLA	OLA	G-6	[c]
Denys, Nadine[b]	F	DM/OHRM	DPI	G-6	01-G-DPI-1324-G6
Sommerfeld, Ingeborg	F	DM	DM	G-6	00-G-DOM-1088-G6
Placement					
Silva, Velia	F	DM	DGAACS	G-6	01-G-DGA-2030-G6

[a] The Secretary-General approved a list of alternate candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[b] Alternate candidates approved by the Secretary-General in accordance with the provisions of administrative instruction ST/AI/1999/8.

[c] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

United Nations ST/IC/2002/13

Secretariat

28 February 2002

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Management

Subject: **Budget constraints and support service reductions**

1. This circular is issued to apprise staff members of a number of sharp cutbacks in services which will affect working conditions in the current biennium. The General Assembly when it approved the programme budget for the biennium 2002-2003 reduced the real level of resources available to the Organization by $75 million.

2. It will be recalled that the General Assembly decided, in addition to adjusting vacancy factors, to reduce the resources proposed by the Secretary-General for allocation for specific operational requirements, as follows:

(a) Travel of staff, by 2,800,000 dollars;

(b) Contractual services, by 6,400,000 dollars;

(c) General operating expenses, by 19,700,000 dollars;

(d) Supplies and materials, by 1,400,000 dollars;

(e) Furniture and equipment, by 7,200,000 dollars;

(f) Consultants and experts, ... by 2,000,000 dollars;

(g) Information technology, ... by 10,000,000 doll. ..

3. The impact of these cuts will be particularly marked as they relate directly to expenditures which are largely governed by existing contractual obligations for the payment of rent, utilities, and information technology infrastructure services. The Organization does not have sufficient financial resources to maintain services for meetings, facilities management and information technology at existing levels. Accordingly, staff, delegates and visitors will inevitably experience reduction or degradation of some services as outlined below.

* The present circular will be in effect until further notice.

02-26727 (E) 280202

4. Meeting services. With immediate effect the Secretariat will, with the exception of the Security Council and plenary meetings of the General Assembly in force majeure situations, no longer service weekend and night meetings.

5. Facilities management. With immediate effect, the following arrangements will be introduced:

- Air conditioning and heating will be reduced after 5 p.m. on weekdays, and throughout weekends.
- Cleaning services will be reduced in frequency and scope.
- No new furniture or workstations will be supplied. Only furniture that is beyond repair will be replaced.
- Only the most essential renovation, electrical work and moving services will be provided.
- Elevator operator service will be discontinued.
- Coat attendant services for the conference areas will be discontinued.
- Pitcher water supply to conference rooms will be discontinued.

In addition to the above, other internal measures will be taken to further reduce costs. Owing to the need to reduce the number of contract personnel, there will undoubtedly be delays in response time for various office space, telephone, computer, electrical and other utility works.

6. Information technology services. As a result of the cuts, services which are provided through external contractors will be affected as follows:

- On-site 24-hour monitoring and management of central systems will no longer be possible. This is likely to affect the availability of electronic mail, Internet, ODS and IMIS during nights and weekends. Furthermore, it should be noted that malfunctioning of the Internet infrastructure while unattended could also delay the delivery of incoming electronic mail during the next working day, as undeliverable Internet mail accumulates.
- Telephone support for software applications will no longer be available on a 24-hour basis. These services will operate only during regular United Nations working hours.
- Scheduled computer-related services such as installation, replacement, disconnection and/or reconnection of computers to the local area network will need to be requested with substantially longer lead times. Offices are advised to request these services at least 10 working days in advance.
- Services for meetings, especially those provided by contract sound engineers and other contract personnel, will be restricted to normal United Nations working hours.

7. While significant in their magnitude, the service reductions set out above approach but do not equal the level of the budgetary savings mandated by the General Assembly. Accordingly, expenditure patterns will be carefully monitored to ascertain whatever additional appropriate action may be required.

8. It is fully recognized that these measures will, to some unavoidable extent, hamper the work of the Organization and unfortunately create some discomfort in the workplace. Nevertheless, the understanding, cooperation and assistance of all staff is sought in striving to achieve the economies outlined above.

United Nations ST/IC/2002/14

Secretariat

28 February 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee and Panel**

1. The members of the current Appointment and Promotion Board and the Headquarters Appointment and Promotion Committee and Panel were appointed by the Secretary-General to serve for a period of 18 months from 1 May 1999 to 31 October 2000. That term was subsequently extended until 28 February 2002.

2. Pursuant to General Assembly resolution 55/258 of 14 June 2001 on human resources management, a new recruitment and promotion system will take effect on 1 May 2002. Under revised staff rule 104.14, central review bodies will be established in the context of the new system to replace the current Appointment and Promotion bodies. It is expected, however, that there will be a transitional period of six to nine months after the onset of the new system during which appointment and promotion cases advertised before 1 May 2002 will have to be reviewed by the current Appointment and Promotion bodies, in accordance with ST/AI/1999/8.

3. In light of the above, the Secretary-General has decided to extend the term of office of the present membership of the Appointment Promotion Board and the Headquarters Appointment and Promotion Committee and Panel through 30 November 2002.

* Expiration date of the present information circular: 30 November 2002.

02-27080 (E) 080302

United Nations ST/IC/2002/15

Secretariat

14 March 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Post adjustment classification for New York**

1. In information circular ST/IC/2002/8 of 8 February 2002, staff members were informed that, upon implementation of the revised base salary scale effective 1 March 2002, revised post adjustment indices and multipliers would be established by the International Civil Service Commission (ICSC) for all duty stations. Changes in post adjustment multipliers due after 1 March 2002 will be effected on the basis of the movement of newly consolidated post adjustment indices.

2. In accordance with the above-mentioned procedure, ICSC has determined that post adjustment multiplier 41.0 should apply for staff in the Professional and higher categories serving in New York, with effect from 1 March 2002. Consequently, effective 1 March 2002, the post adjustment multiplier for New York is being revised from 46.4 to 41.0.

3. The annual amount of post adjustment at multiplier 41.0 for each salary level and step is shown in the annex to the present circular.

4. The implementation of the revised post adjustment multiplier will be reflected in the end-of-March 2002 payroll.

* The present circular, which supersedes ST/IC/2001/88 dated 6 November 2001, will be in effect until further notice.

02-28690 (E) 190302

Annex

Post adjustment multiplier 41.0

(In United States dollars)

Effective 1 March 2002

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Net D	48447.65														
	Net S	43600.22														
Assistant Secretary-General																
ASG	Net D	44435.39														
	Net S	40237.81														
Director																
D-2	Net D	37185.77	37911.47	38636.35	39361.23	40086.52	40811.40									
	Net S	34162.02	34770.05	35377.26	35984.88	36592.50	37200.53									
Principal Officer																
D-1	Net D	33360.06	33980.80	34601.95	35221.46	35842.61	36463.76	37084.91	37705.24	38325.98						
	Net S	30835.69	31380.99	31925.88	32469.95	33015.66	33556.45	34077.15	34597.44	35117.32						
Senior Officer																
P-5	Net D	29877.52	30439.22	31001.33	31563.03	32124.73	32686.02	33248.13	33809.83	34371.12	34933.64	35495.75	36056.63	36618.33		
	Net S	27756.18	28271.55	28765.19	29258.42	29751.65	30244.47	30737.70	31230.93	31724.16	32217.39	32710.21	33203.03	33686.42		
First Officer																
P-4	Net D	25234.68	25783.67	26331.02	26878.37	27426.54	27974.30	28522.06	29069.82	29618.40	30165.34	30713.10	31276.44	31809.03	32356.79	32904.96
	Net S	23499.56	24003.86	24505.70	25007.54	25510.20	26011.63	26514.29	27016.54	27518.38	28020.22	28511.40	28993.97	29474.08	29955.42	30436.35
Second Officer																
P-3	Net D	21189.62	21704.17	22219.54	22733.27	23248.64	23762.78	24276.92	24792.29	25307.25	25821.39	26336.35	26850.49	27365.45	27880.00	28394.55
	Net S	19779.22	20252.36	20726.73	21199.46	21673.42	22146.15	22619.29	23092.84	23565.57	24039.12	24510.62	24982.53	25454.03	25925.53	26397.44
Associate Officer																
P-2	Net D	17568.09	18028.93	18488.95	18949.38	19409.81	19869.83	20330.26	20789.87	21250.71	21711.14	22170.75	22632.00			
	Net S	16478.31	16896.10	17312.66	17730.04	18146.60	18564.39	18988.33	19411.04	19835.39	20258.92	20682.04	21106.39			
Assistant Officer																
P-1	Net D	13907.20	14350.00	14791.98	15234.78	15676.76	16119.15	16561.95	17004.34	17445.91	17888.71					
	Net S	13118.77	13526.72	13934.26	14341.80	14749.34	15156.47	15564.42	15967.04	16367.61	16768.59					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.